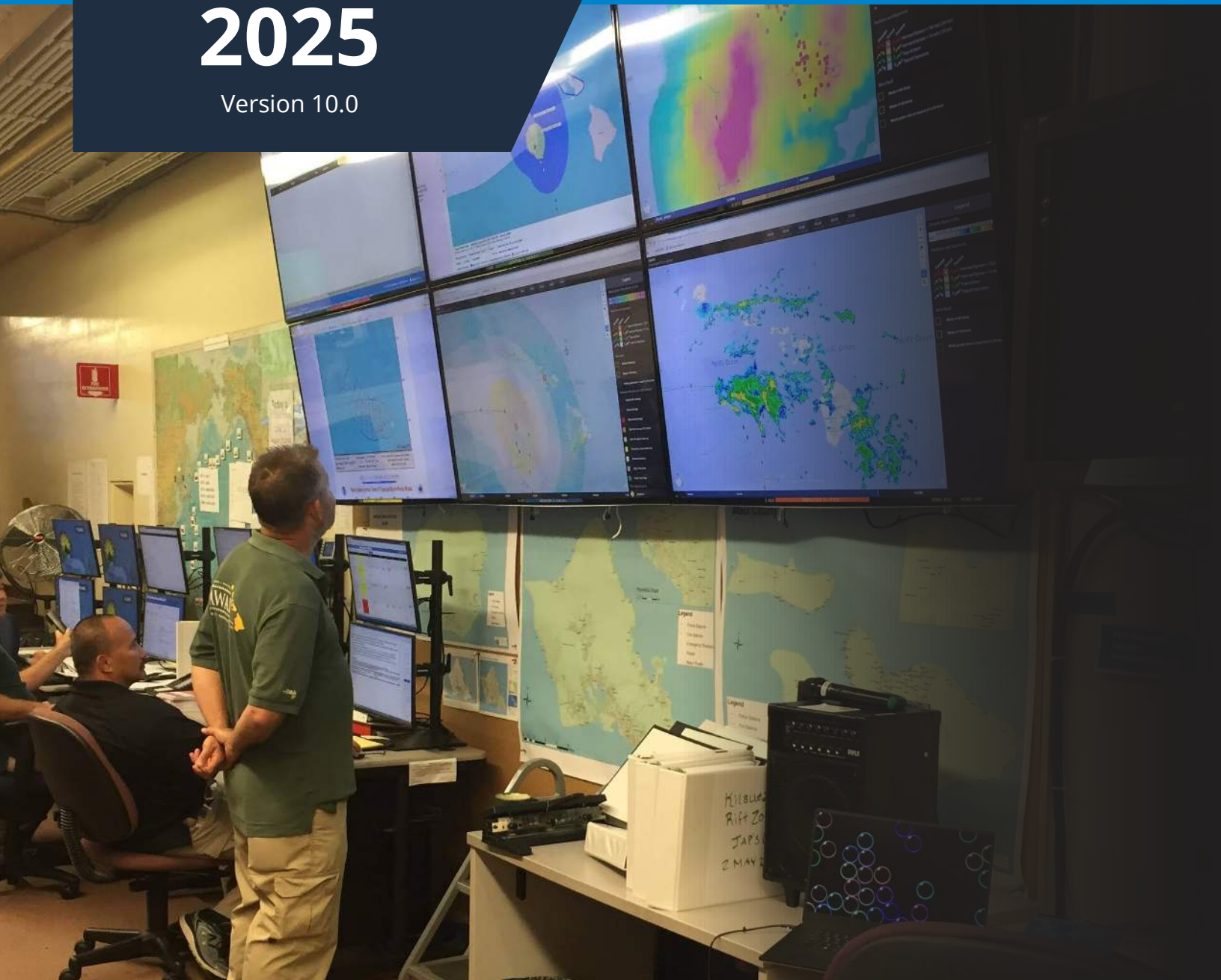


DISASTER-AWARE PRO® Operations Checklist

2025

Version 10.0



Make better decisions, faster.

DISASTER AWARE PRO

Operations Checklist

Hazards can occur anywhere, and at anytime, requiring fast and effective decision making to protect lives and livelihoods. This procedural checklist is designed to assist emergency and disaster management practitioners in utilizing PDC's DisasterAWARE Pro system to plan for and respond to natural and manmade hazard events. It provides guidance on how to use DisasterAWARE early warning and anticipatory insights to ensure effective actions are taken. This checklist explains how to use the system to know where a hazard is likely to occur, who will be impacted, the extent and severity of impacts, and what can be done to save lives and property.



Before using this checklist, make sure you meet the following prerequisites:

1 You are an emergency / disaster management practitioner.

This checklist is designed for emergency and disaster management practitioners who support emergency operations centers.

2 You have registered for a DisasterAWARE Pro user account.

In order to make use of this checklist you must have an active DisasterAWARE Pro user account. To register, visit <https://disasteraware.pdc.org> and create an account.

3 You have completed the online DisasterAWARE introductory course and set up your Smart Alert notifications.

To understand where to access key DisasterAWARE features and functions referenced in this checklist, please complete the DisasterAWARE Pro introduction course available at: pdc.org/quickstart

Other helpful resources

DisasterAWARE Quick Start Guide

<https://www.disasteraware.org/quickstartguide>

Access online trainings and resources

<https://www.pdc.org/help>

Need help?

Problems logging in?

 disaster@pdc.org

Disaster response support:

 response@pdc.org

DISASTERAWARE PRO

Emergency Response Operations Checklist





ALERT AND NOTIFICATION - NEW HAZARD IS IDENTIFIED

T = Time of event

Position Responsible = To be assigned by agency

Time Elapsed (Minutes)	Trigger / Activity	Position(s) Responsible
T+ 0:00	<input type="checkbox"/> New hazard / threat identified: DisasterAWARE SmartAlert sends an alert/notification for a new or updated hazard condition in the designated area of responsibility (AOR), or it is identified by the emergency management organization's DisasterAWARE Pro monitoring activities. If there is knowledge of a hazard from another source and it is not shown in DisasterAWARE, contact response@pdc.org to have it added.	

Action	Time Elapsed (Minutes)	Description	Position(s) Responsible
1	T+ 0:05	<input type="checkbox"/> Determine hazard severity (WARNING/WATCH/ADVISORY/ INFORMATION) in DisasterAWARE via the hazard icon color on the map: <div> ● Warning (Red): Adverse or significant impacts to populations are imminent or occurring. </div> <div> ● Watch (Yellow): Conditions are possible for adverse or significant impacts to populations. </div> <div> ● Advisory (Green): Conditions are possible for limited or minor impacts to populations. </div> <div> ● Information (Blue): This severity level provides general information about a hazard but does not indicate any immediate threat to populations or property. </div>	
2	T+ 0:20	<input type="checkbox"/> Review key hazard information in DisasterAWARE: (Disasteraware.pdc.org) <div>  Click on the hazard of interest. The hazard's tooltip will pop-up. Click the Brief quick link in the tooltip for a quick summary, sharable link, associated layers for that hazard type, and estimated exposure. Note: This is separate from the enhanced Event Brief quick link. </div>	
3	T+ 5:00	<input type="checkbox"/> Review the Event Brief: PDC's Event Brief is a hazard-specific report which routinely updates and provides the latest information on potential exposure, impacts, and mass care needs. This enhanced report is available when the population and infrastructure exposed meet the minimum threshold for reporting. <div>  With the hazard's tooltip visible, click the Event Brief quick link. Event Brief will automatically load in a new browser tab. At the top of the report, the number of affected countries is shown alongside a dropdown menu that can be filtered by country. Review the following key pieces of information from the report, as available: </div> <ul style="list-style-type: none"> Population exposed (including vulnerable groups) Potential impacts to critical infrastructure (e.g. hospitals, schools...) Capital exposure (estimated value of exposed infrastructure) Potential impacts to key lifelines (Power, Comms, Transportation) Breakdown of potential key needs for mass care Risk profiles Easy access to related products Other information such as weather and historical hazards 	

DISASTERAWARE PRO






Emergency Response Operations Checklist



Continued... ALERT AND NOTIFICATION - NEW HAZARD IDENTIFIED

T = Time of Event

Position Responsible = To be assigned by agency

↓ Action	Time Elapsed (Minutes)		Description	Position(s) Responsible
4	T+ 8:00	<input type="checkbox"/>	Review Hazard Products:  With the hazard's tooltip visible, click the Products quick link to review specialized hazard maps and products. Be sure to routinely check for new products.	
5	T+ 15:00	<input type="checkbox"/>	Use data to support daily operational readiness, impact assessment, and reporting: <ul style="list-style-type: none"> Note receipt of the hazard alert (Information, Advisory, Watch, or Warning) in daily operations event log.  With the hazard tooltip visible, return to the Brief quick link to access and enable layers specific to that hazard type. Be sure to also check for additional relevant data in the Layers panel (left menu) to further enhance your situational awareness (e.g., terrain, weather observations, risk and vulnerability, critical infrastructure, and regional and country-specific layers).  Utilize the Bookmark feature to save and share specific layers / maps with partners and senior leaders.  Create Drawings to add key information to be shared with partners and senior leaders. Drawings may be included in your Bookmarks.  Use the Print feature to save and email/print maps or products. Use the above features and products to keep Senior Leadership informed as required by your emergency management organization's Standard Operating Procedures (SOP). 	
6	T+ ...	<input type="checkbox"/>	Hazard monitoring: <ul style="list-style-type: none"> Continue to monitor hazard impacts in AOR using DisasterAWARE Pro's automated updates, including alert level changes, Event Brief anticipated impact and mass care needs reports, and potential resource requirements needed for response operations. <ul style="list-style-type: none"> Leverage information in the Situational Awareness (SA) products. Continue to update Senior Leadership as required. If authorized, upload SA products as updates occur.¹ Continue monitoring until the hazard expires in DisasterAWARE Pro or monitoring is no longer required. 	
7	T+ ...	<input type="checkbox"/>	Supervisory oversight: <ul style="list-style-type: none"> Ensure checklist tasks have been completed or are in progress as appropriate. Ensure daily operations event log is up to date with all: Hazard and weather-related information received. Notifications and reports to Senior Leadership as required. Continue until hazard expires in DisasterAWARE Pro or monitoring is no longer required. 	

¹Approved organizations only. For more information or to request a product be uploaded, contact response@pdc.org.

DISASTER AWARE PRO

Emergency Response Operations Checklist



HAZARD REQUIRES EMERGENCY RESPONSE ACTIVATION

T = Time of Event

Position Responsible = To be assigned by agency

Time Elapsed (Minutes)	Trigger / Activity		Position(s) Responsible
T2+ 0:00	<input type="checkbox"/>	Hazard severity reaches need for Emergency Response Operation: Senior Leadership activates Emergency Response Operations as provided for by the emergency management organization's SOP.	
↓			
Action	Time Elapsed (Minutes)	Description	Position(s) Responsible
8	T+ 10:00	<input type="checkbox"/> Prepare initial incident brief: <ul style="list-style-type: none"> Review Event Brief updates and hazard layers to include in initial incident briefing materials. 	
9	T+ 20:00	<input type="checkbox"/> Conduct initial incident briefing: <ul style="list-style-type: none"> Provide initial incident brief to Incident Command/Senior Leadership. 	
10	T+ ...	<input type="checkbox"/> Monitor/gather data/report/keep records: <ul style="list-style-type: none"> Continue to monitor hazard in DisasterAWARE Pro for automatic updates, impacts in AOR, and potential resource requirements needed for response operations under changing conditions. Use information in SA products and briefings for Incident Command, Senior Leadership, the Media, etc. as needed. If authorized, upload situational awareness products as updates occur.² Continue for duration of incident. 	
11	T+ ...	<input type="checkbox"/> Incident timeline oversight: Ensure checklist tasks have been completed or are in progress as appropriate. Ensure organization records and DisasterAWARE Pro Hazard product file (as appropriate) are up to date with: <ul style="list-style-type: none"> Hazard and weather-related information received. SA products issued. Briefings for Incident Command/Senior Leadership as provided for by emergency management organization's SOP. Continue for duration of incident.	

²Approved organizations only. For more information or to request a product be uploaded, contact response@pdc.org.

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Fewer disasters.**

Safer world.

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